

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT
COURT SERVICES BUREAU
POLICIES AND PROCEDURES MANUAL

DATE	DISSEMINATION	CATEGORY	NUMBER
April 23, 2019	BUREAU-WIDE	ADMINISTRATION	A.9
SUBJECT: DEPARTMENTAL SAFETY OFFICER MEETINGS			PAGE 1 of 1

Purpose:

To establish a policy that ensures meetings are conducted with all of the Departmental Safety Officers (DSO) at each of the courthouse facilities.

Policy:

Every courthouse will chair a meeting at a minimum of once a year to discuss current and relevant issues regarding, but not limited to: building security, personnel safety and evacuation issues.

Procedure:

- I. The court lieutenant or their designee will be responsible for setting up meetings. This will include selecting a meeting location, notifying the participants and preparing the agenda.
- II. If a DSO is unable to attend a meeting, it will be the responsibility of the meeting chair to forward any outlines, handouts or informational notes to the absent individual.
- III. Nothing in this policy shall preclude the ability to meet as needed, either formally or informally, to discuss current issues as they arise throughout the course of the year.